



# Fort Monroe Authority Intern Position Description

**Position Title:** Communications Intern: Multimedia and Special Events

**Company/Organization:** Fort Monroe Authority (FMA)

**Anticipated Start Date:** Spring/Summer/Fall (12 week cycles)

**Application Deadlines:** Spring: Jan 15<sup>th</sup>, Summer: May 1<sup>st</sup>, Fall: Sept 1<sup>st</sup>

**Hours per week:** 8-10

**Supervisor:** Director of Communications, FMA

**Wage:** Unpaid Internship

**Benefit to Intern:** The Communications Intern will gain practical experience with measurable, hands-on projects related to strategic communications, public relations, marketing and event facilitation for Fort Monroe Authority and its partner, Fort Monroe National Monument. This internship may be used to fulfill academic major requirements or earn course credits pending approval by the crediting institution.

**Work Conditions:** Office environment in historic building, not ADA accessible. Outdoor exposure in a variety of weather conditions. Ability to walk for periods of time; lifting, less than 30 lbs. Primary work hours include Thursday evening concerts and special events.

## Position Description

The Intern will support FMA's public engagement through special events and multimedia by:

- Assisting the special events and communications departments with development, planning, coordination, and marketing of events and programs.
- Identifying specific target audiences and using a database to organize strategic contacts.
- Assisting with photo/video documentation of Fort Monroe (to include Thursday evening *Music by the Bay Concert Series* and *Fourth at the Fort*) and management of multimedia database.
- Maintaining an electronic portfolio and log of activities to be submitted weekly.
- Abide by all FMA and Casemate Museum policies and procedures.
- Record hours of duty after each work period.
- Performing other related duties as requested including work with various FMA departments and Fort Monroe National Monument.

## Qualifications:

Academic Major/Background: Communications, Journalism, Media Studies or related.

GPA: 3.0+

Level: Undergraduate/Graduate

The ideal candidate will possess:

- A passion for strategic communications and interest in history/education/photography as demonstrated by coursework and experience.
- Excellent organizational and communications skills; ability to work independently.
- Fluency with digital photography/videography.
- Proficiency in Microsoft Suite, Adobe, and Photoshop; graphic design software a plus.
- Availability on evenings, weekends, and holidays.

## Application Procedure:

Email or post cover letter, resume, transcripts (unofficial), 2 academic/professional references, and application to Ms. Darcy Sink, Education and Volunteer Coordinator, Casemate Museum. Direct application inquiries to the same: 757-690-8073, email: [dsink@fmauthority.com](mailto:dsink@fmauthority.com)

*Fort Monroe is in compliance with EEOC and does not discriminate against any personal status protected under applicable law.*